

## SAMPLE REQUEST FOR AUDIT PROPOSAL NOTIFICATION

**"Organization"**  
**Request For Proposal**  
**Financial and Compliance Auditing Services For The**  
**Period of July 1, 20xx To June 30, 20xx And Options for the Two**  
**Ensuing Fiscal Years**

**Scope of Audit**

Audit to include State-Assisted Elderly Housing Project No. E-\_\_\_\_\_ -Administration Fund with an annual operating Budget of \$\_\_\_\_\_. Note: There are no other State Assisted Programs operated or managed by the \_\_\_\_\_ Housing Authority, nor is there Federal Financial Assistance to be considered in the scope of this audit (*note: Housing Authority must modify this section to fit your Housing Authority's operation as appropriate*).

Audit must be performed in accordance with the *Audit Guide for Audits of DECD Programs*, with auditing standards generally accepted in the USA (GAAS), and with generally accepted government auditing standards (GAGAS or GAS).

**Contact:**

For Financial, Operational and Management Matters contact:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_ Housing Authority

Phone: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Fax: \_\_\_\_\_

**Response Due Date:** \_\_\_\_\_

**Contract Period:**

One-year audit services are being solicited commencing with the July 1, 20xx to June 30, 20xx and a two year option period for fiscal years ended June 30, 20xx and June 30, 20xx. The audit for the period July 1, 20xx to June 30, 20xx is required to be filed with the Department of Housing's Audit Section, cognizant agency of Housing Authority Audits, and the Connecticut Housing Finance Authority (CHFA) within 30 days of completion but no later than six months after the audited period.

**Delivery of Response:** Responses will be accepted in the Office of the \_\_\_\_\_ Housing Authority. The price quotation should be included in this response.

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Qualifications  
Of Auditor:**

Auditors must meet the independence standards of the *Government Auditing Standards* issued by the Comptroller General of the United States and should have experience with conducting audits of local housing authorities in Connecticut. Auditors must be familiar with the State Department of Economic and Community Development accounting manuals and regulations.

**Some of the requirements that auditors must meet are that they:**

- **Meet State of Connecticut State Board of Accountancy requirements to practice public accountancy in the State of Connecticut**
- **Are independent from personal, external and organizational impairments**
- **Have a record of responsible work**
- **Have received a positive peer review within the last three years**
- **Have adequate qualifications, including experience with the type of entity being audited**
- **Have completed the required continuing professional education**
- **Have not been suspended or debarred from performing government audits**
- **Have not been the object of any disciplinary action during the past three years**

**Selection of  
Auditor:**

Proposals will likely be scored based upon responsiveness, technical experience, qualification of the staff, size and structure of the firm and the cost of the audit. An interview will (may) be conducted for the finalists being considered.

**Other:**

Since this audit will be comprised of an Elderly State program, the Housing Authority will make available to bidders, upon request, the *Audit Guide for Audits of DECD/DOH Programs*. This Guide is also available on the DECD web site [Http://www.ct.gov/ecd](http://www.ct.gov/ecd) (under Publications/Miscellaneous Publications). The Accounting Manual for DECD Financed Housing-Administration Funds and Other Programs is also available on the DECD web site.